

2006 City of Fairfax Fall Festival & Holiday Craft Show

FALL FESTIVAL 30th Annual

- October 14, 2006 (rain date October 15)
- Outdoor festival
- Expected Attendance: 15,000
- 672 vendors – crafts, food, sponsors
- Vendors set up in the blocked off streets of the historic district of the City of Fairfax
- Two separate food areas:
 - Sager Food Court
 - University Drive Parking Lot
- Space Fees & Sizes:
 - \$125 10x10 on asphalt street
 - \$0 City of Fairfax Service Clubs food – 1 space only. Each addl. space \$150
 - \$0 City of Fairfax Service Clubs crafts – 1 space only. Each addl. space \$75
 - \$0 City of Fairfax businesses located in the immediate vicinity. Each addl. space \$75
- Food/Gourmet Food – request proposal
- Business Sponsor – request information

HOLIDAY CRAFT SHOW 20th Annual

- November 18 & 19, 2006
- Indoor craft show
- Expected attendance: 10,000
- 241 craft vendors
- Location: Fairfax High School
3500 Old Lee Highway
Fairfax, VA
- Space Fees & Sizes:
 - \$175 Hallway (10 wide x 6 deep)
 - \$225 Cafeteria (11wide x 9 deep) with electricity
 - \$250 Gym (10 wide x 10 deep) with electricity

APPLICATION PROCEDURES & TIMELINE

- 1) After reading through this brochure, complete the enclosed application in its entirety. Be sure to include five (5) slides or photographs (no Polaroid's) with images of your work and one (1) image of your booth display (booth display photograph required) and a self-addressed business-size envelope with sufficient postage to return your photographs/slides. Food/gourmet food vendors must indicate on application form a request for proposal (proposal will be submitted either at the same time or after application is received). These items, along with the application and application fee of \$5 (covers application for one or both shows), are necessary before our panel of judges will consider you for acceptance. All applications must be accompanied with the \$5 fee. **Applications must be received or postmarked by March 17, 2006. Any application received after the deadline will be waitlisted if all festival criteria are met.** Application fee may be made by check, cashier's check, money order or by Visa, MasterCard or Discover.
- 2) Applications will be juried in early April by our panel of judges. Notification as to acceptance in the shows, will be sent in May. The participant fee will be required within 30 days after notification acceptance.

JURY PROCESS

Along with your completed application and \$5 non-refundable application fee you must submit five (5) photos or 35 mm slides with images of your work and one (1) photograph of your display (booth display photograph required) for jury consideration.

- Jury selection criteria are based on quality, originality, uniqueness and popularity of items.
- Photographs/slides must be of good quality and provide current close-up shots.
- All images must be labeled with vendor name.
- Polaroid's are not acceptable.
- Only crafts in the categories juried may be sold at the show.
- Images should accurately represent the work that will be sold/displayed.

ACCEPTED CATEGORIES

Apparel, Baskets, Calligraphy, Ceramics, Dolls/Accessories, Fabric/Needlework, Floral, Food, Gourmet Food, Glass, Information (Fall Festival only), Jewelry, Leather, Miscellaneous, Mixed Media, Paintings/Drawings, Photography, Pottery/Clay, Soft-Sculpture, Wood/Decorated, Wood/Furniture, Wood/Miscellaneous, Wood/Mixed, Wood/Toys

NOTE: "Food" consists of cooked food on premises. Food proposals for the Holiday Craft Show must be based on full-service, i.e., breakfast and lunch items. "Gourmet Food" consists of bake sale items, herbs, dressings, dips, honeys, nuts, etc. "Miscellaneous" are products that do not fit into other categories. "Mixed Media" are products that are a combination of categories – two or more.

ELIGIBILITY REQUIREMENTS

All work must be original, handcrafted art and craft items produced by the vendor and must be representative of items juried. Parks & Recreation reserves the right to request an inventory of items to be sold by vendor and to disallow any entry based on the guidelines and decisions of the Selection Committee. Requirements for food or gourmet food is dependent upon proposal submitted.

The following exhibits are **NOT ALLOWED** in the shows:

- **IMPORTED MERCHANDISE**
- Copyright and/or trademark images, names and products may not be sold unless vendor has written permission "To Sell" by holder of copyright or trademark. Examples are "Disney", "Warner Brothers", "Precious Moments", professional and college sports teams.
- Kits & commercially manufactured merchandise.
- Affiliates of companies.
- Non-City commercial exhibits.
- Novelty sale items including balloons & inflatable toys.
- Sports collectibles.
- Entertainment books.

LOGISTICAL INFORMATION

- No canopies, tables or chairs will be provided. It is highly recommended, though not required, that vendors bring canopies to the Fall Festival. Vendors must provide tie-downs, weights (such as sandbags), and any other sturdy equipment necessary to stabilize canopies, displays and artwork.
- No electricity available except for Holiday Show (designated areas).
- Vendors who participated in the shows the previous year can request the same space location for the upcoming year. We will try to accommodate, but cannot guarantee assignment of the same space.
- Photographs taken by staff of a vendor's display may be used in future programs or advertisements.

EXHIBITOR RULES

Vendors:

- Are required to conduct all activities within their contracted space.
- May not switch, sublet or apportion spaces to other vendors or be affiliates of companies.
- Must keep booths open during ENTIRE festival/show.
- Are prohibited from using amplifying devices.
- Must drape tablecloths to within one inch of floor (for Holiday Craft Show only).
- May not use generators (exception for food vendors).

Failure to comply with regulations will result in vendor being prohibited from future participation in City of Fairfax craft shows.

QUESTIONS? Telephone Leslie Herman at 703/385-7949 or Kathy Lewis at 703/293-7119

Email: lherman@fairfaxva.gov or klewis@fairfaxva.gov

Visit our web site for frequently asked questions: www.fairfaxva.gov

EXHIBITOR SET-UP & TAKE-DOWN

Set-up is scheduled to take place the morning of the events. Detailed times will be provided upon notification of acceptance. For the Fall Festival, vehicles will be able to drive up to the vendor space location. For the Holiday Craft Show, dollies are highly encouraged to transport items from vehicles to inside the school. Each exhibitor is responsible for his/her own booth set-up and take-down. Staff is not authorized to assist with set-up or take-down.

EXHIBITOR INSURANCE

It is strongly recommended that vendors carry their own insurance policy to cover their actions. The City is not responsible for loss or damage to exhibitors or vendors.

NOTE: By applying to exhibit at the Fall Festival and/or Holiday Craft Show, all exhibitors and their personnel waive any claim against, and agree to hold harmless the City of Fairfax and the Parks & Recreation Department, and their employees and volunteers, from any and all liability for damages or injury incurred during participation in the Fall Festival and/or Holiday Craft Show.

SERVICE CLUBS & ORGANIZATIONS

Fall Festival

Approved City of Fairfax service clubs & organizations are eligible to participate (limited number of spaces available) within the following guidelines: 1) For food vending – 1 space free of charge, all additional spaces will be at a fee of \$150; 2) For other products – 1 space free of charge, all additional spaces will be at a fee of \$75.

Holiday Craft Show

Approved City of Fairfax service clubs & organizations are eligible to participate (limited number of spaces available) under the following guidelines: 1) For baked goods/crafts – 1 space free of charge; 2) No information booths allowed.

CITY OF FAIRFAX BUSINESSES

Fall Festival

Only businesses physically located on the immediate festival route will be assigned an appropriate space within locality of their business at the festival – no fee for one (1) space. For city businesses not located in the immediate festival area, please contact the Downtown Fairfax Coalition, telephone number: 703/430-6164, for placement within the area assigned to the Coalition at the festival. Must pay fee.

Holiday Craft Show

City of Fairfax business must contact the Downtown Fairfax Coalition for placement within the area assigned to the Coalition, telephone number: 703/430-6164. Must pay fee.

FEE PAYMENT

\$5 Application fee and photographs must accompany your application. You may pay by check, Visa, MasterCard, Discover, cashier's check or money order. Do not send cash. Make Checks Payable To: City of Fairfax. Mail applications, photographs & payment to: City of Fairfax Parks & Recreation, 4401 Sideburn Road, Fairfax, VA 22030.

APPLICATION/POSTMARK DEADLINE:
MARCH 17, 2006
Applicants will be notified of jury results in May.

QUESTIONS? Telephone Leslie Herman at 703/385-7949 or Kathy Lewis at 703/293-7119.
Email: lh Herman@fairfaxva.gov or klewis@fairfaxva.gov
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STATE, COUNTY & CITY REGULATIONS

Vendors must comply with State of Virginia tax laws (540)635-7984, Fairfax County Health Department (703)246-2444 and City of Fairfax Fire Marshal requirements (703)385-7830.

EXHIBITOR CANCELLATION

In the event of a cancellation by a vendor prior to August 18, 2006, a full refund of the participant fee paid will be made to vendor. After August 18, the Parks & Recreation Department will retain all fees paid.

CITY OF FAIRFAX PARKS & RECREATION 2006 CRAFT SHOWS

FALL FESTIVAL



30th Annual Fall Festival
October 14, 2006
(Rain Date: October 15, 2006)



20th Annual Holiday Craft Show
November 18 & 19, 2006

All applicants must submit an application.

(Any application received after the deadline will be waitlisted if all festival criteria are met.)

EXHIBITOR GUIDELINES

(APPLICATION ENCLOSED SEPARATELY-PLEASE SHARE APPLICATION WITH OTHER ART/CRAFT VENDORS)

Visit our web site for frequently asked questions: www.fairfaxva.gov